

ALBA Contract Renewal Process

1. Farmer fills out land request form and provides to ALBA by Oct 15th.
 - a. Form describes the following:
 - i. # of acres requested from ALBA at which ranch
 - ii. # of acres planned to be cultivated elsewhere
 - iii. Crop plan consisting of # of acres to be grown of which crops during which months
 - iv. Existing markets
 - v. New markets targeted
2. Farmer meets with ALBA management team to discuss plans for following year.
 - a. To be scheduled and to be completed during the month of October.
 - b. Feedback provided by farmer to ALBA regarding how incubator has or hasn't met their needs
 - c. Feedback provided by ALBA to farmer regarding contract and farmer policy compliance, as well as other relevant issues
 - d. Farmers will briefly explain their plans for following year.
 - e. ALBA management team will briefly provide feedback regarding farmer plans, to help inform their business plan.
3. Farmer provides written business plan to ALBA by Nov 1st.
 - a. Farmers will have the opportunity to present their business plan verbally in the How to Create Your Business Plan workshop held during the month of October.
 - b. Farmers who do not present their business plans in the workshop will be required to do so with the ALBA management team no later than Nov 15th.
 - c. Business plan is made up of:
 - i. Production history for last 3 years, if available: including crops, acreages, and estimated profit.
 - ii. IRS Schedule F for last 3 years if available.
 - iii. Farm financial statements (profit & loss and balance sheet) for previous year.
 - iv. Farm financial statements year-to-date.
 - v. Projected profit and loss for following year.
 - vi. Assets planned to be purchased in following year.
 - vii. Capital requirements and sources of capital
 - viii. Labor requirements and plans for obtaining labor
4. ALBA provides written and verbal feedback to business plan within one week of submittal
5. Offer/denial letters sent by Nov 15th. New leases effective Dec 1st.